

WORKSHEET 18: REQUIREMENTS FOR ALTERNATE WORK SITES

To complete Worksheet 18, identify the requirements for the alternate work site by essential function. Requirements include personnel, special needs, power, communication, and space.

Area of Responsibility: _____

Essential Function: _____

Example: Relocating a purchasing office from a central location to a field location, so that emergency purchasing can be accomplished

| Number of Personnel | Human Needs (special) | Power | Communication | Space Requirements |
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| Example: 3 | | Required for three PCs and one networked printer | Land line telephone, modem access to the internet and remote accessibility to a Wide Area Network, along with access to shared servers, would handle communication. | A space no less than 180 square feet, and include chairs and desk/table arrangements for three persons |